Registering a New Account in the Georgia Campaign Finance System (CFIS)
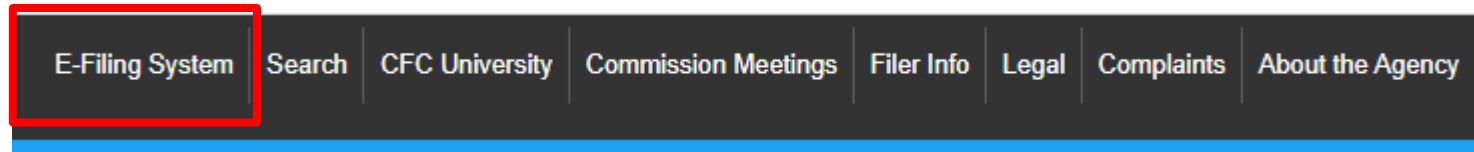
Registering a New Account

- To register a new account, you will need to access the new e-filing system https://efile.ethics.ga.gov/#/index.

- You can also access the new e-filing system by going to www.ethics.ga.gov > click on **E-Filing System** > click on **New E-Filing System**

| E-Filing System | Search | CFC University | Commission Meetings | Filer Info | Legal | Complaints | About the Agency |

Legacy E-Filing System – Click here if you are a Lobbyist, Non-Candidate Committee (Political Party, PAC, Independent Committee, Recall Committee, or Statewide Referendum/Constitutional Amendment Committee) You can find archived records by searching our website here [Legacy Records]. Generally, the Commission has maintained electronic documents from 2006 to 2020. All physical hardcopies have a retention period of 5 years.

New E-Filing System – Click here if you are a State/Statewide filer, County and/or Municipal filer registering a campaign committee, or member of the general public.
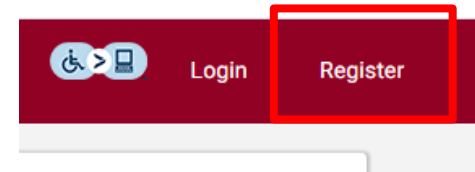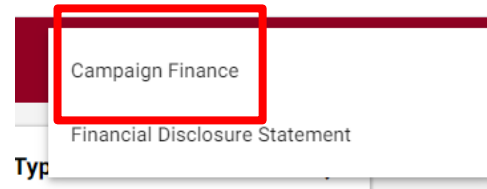
2

Registering a New Account

- In the right-hand corner, click on **Register**.

- Click on **Campaign Finance**

- Choose your **Registration Type**. You can choose either the Candidate or Candidate Campaign Committee (RC) option.

- Click **Register**

Choosing either of these options takes you to the same page

Candidate Election and Office

- After you click ***Register***, you will be directed to the Registration of a Candidate's Campaign Committee page.

- The first section to complete is the **Candidate Election and Office** information.

  - Select an Election
  - Select an Office
    - The system will prompt you to add in a district if you choose an office that requires district information.

Office	Jurisdiction	District
District Attorney	State	Cordele

  - Select a Party

- All three of these selections are Mandatory. Anything underlined in RED is required information.

Candidate Name, Address, and Contact Information

- The next section to complete is the **Candidate Name, Address, and Contact** Information.

- Your First Name and Last Name are required information. Nicknames will not be accepted. You must use your full, legal name.

- Add your address information. Choosing a county is required.
  - If you have a different mailing address, check the box Mailing Address if Different and a new section will appear for you to enter that information.

☐ Mailing address if different

- Add your number and email address. Keep in mind that this information is available to the public.

Candidate Contact Information

Primary Phone   Phone 2   Email Address

Candidate Campaign Committee

- If you have a candidate campaign committee, check the box **Do you have a campaign committee?**

☑ Do you have a campaign committee?

- If you check that box, a new section appears that requires you to enter in your campaign committee information.

Candidate Campaign Committee Information

Committee Name ❓

Street Address | Apartment, Building, Suite, etc.

City | County | State GA | Zip Code

Phone | Phone 2

Email

- Reminder everything in RED is required information.

Candidate Campaign Committee

- If you have a campaign committee, information for a Chairperson and Treasurer is required.

- Click **Add Officer**. A list of 4 officers appears.

Officers ❓   + ADD OFFICER

Treasurer and Chairperson Required.

Treasurer

Assistant Treasurer

Chairperson
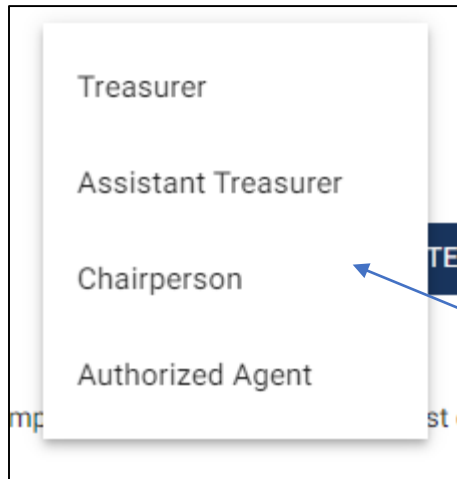
Authorized Agent

Remember, ONLY the Chairperson and Treasurer are required if you have a campaign committee.

- You can add an Assistant Treasurer or Authorized Agent to your account.

- **FYI** Only the Chairperson, Treasurer, and Assistant Treasurer can file reports on your behalf.

Candidate Campaign Committee

- After you click on Add Officer, choose *Chairperson*.
- If the information for the Chairperson is the **SAME** information for the campaign committee, click **Contact Information Same As Committee**.
  - If you click that button, the address, phone, and email information will auto-populate.
- If the contact information is **NOT**

the same, enter in the name, address, phone, and email information for the Chairperson.

- Click *Save*

Candidate Campaign Committee

- After you click on Add Officer, choose *Treasurer*.
- If the Candidate is the Treasurer, click **Designate Candidate**.
  - If you click that button, the name, address, phone, and email information will auto-populate.
- If the information for the Treasurer is the **SAME** information for the campaign committee, click **Contact Information Same As Committee**.
  - If you click that button, the address, phone, and email information will auto-populate.

- If the contact information is **NOT** the same, enter in the name, address, phone, and email information for the Chairperson.
- Click *Save*

Add Treasurer ⊗

DESIGNATE CANDIDATE   CONTACT INFORMATION SAME AS COMMITTEE

| Prefix ▼ | First Name | Middle Name | Last Name | Suffix ▼ |

Title

Street Address   Apartment, Building, Suite, etc.

City   State GA   Zip Code

Phone   Phone 2

Email

SAVE

Candidate Campaign Committee

- If you want to add an Assistant Treasurer or Authorized Agent, follow the same steps for adding a Treasurer and Chairperson.

- After you enter in the information for the Treasurer and Chairperson, that information will populate under Officers.

Officers

+ ADD OFFICER

	Name	Address	Phone	Email	Action
Treasurer	Frank Smith	200 Piedmont Ave NE, West Tower - Suite 1416, Atlanta, GA, 30334	(404) 463-1980	test@mail.com	⋮
Chairperson	Sally Jones	200 Piedmont Ave NE, West Tower - Suite 1416, Atlanta, GA, 30334	(404) 463-1980	test@mail.com	⋮

Financial Institutions

- Entering in financial institution information is optional. If you want to enter in that information, click on *Add Financial Institution*.

- Enter the required information and click *Save*.

Affiliated Committees

- Entering in affiliated committee information is optional. If you want to enter in that information, click on **Add Affiliated Committee**.

- Enter the required information and click **Save**.

"Affiliated committee" means any two or more political committees (including a separate segregated fund) established, financed, maintained, or controlled by the same business entity, labor organization, person, or group of persons, including any parent, subsidiary, branch, division, department, or local unit thereof.

Attestation and Signature Block

- Check the Attestation Box that states that all the information you entered is true and correct.

- Electronically sign your name. The candidate, chairperson, or treasurer can sign the registration form.

- The date will automatically populate.

- Click **Submit**.

☑ I do hereby swear (or affirm) that the foregoing information is complete, true, and correct to the best of my knowledge and belief pursuant to O.C.G.A. §§ 21-5-1, et. seq.; and 16-10-20.

John Doe   06/04/2021
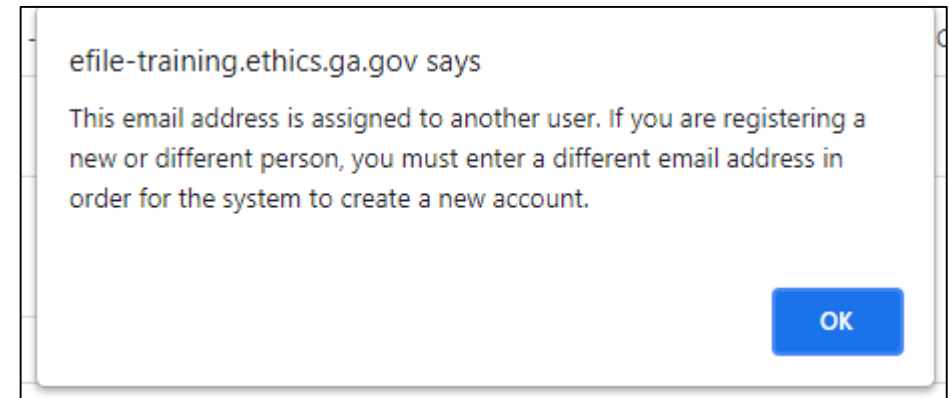
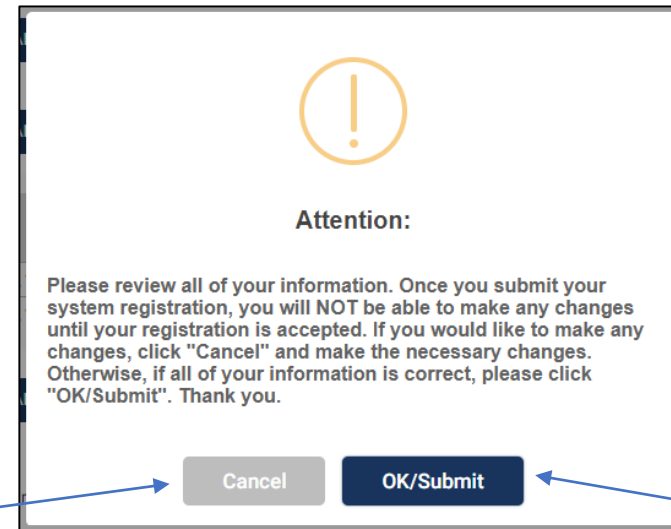Electronic Signature of Candidate or Treasurer   Date

CANCEL   SUBMIT

Registration Completed

- If you enter in an email that was used for another account, you will receive this message:

- Click *Ok*.

- That just tells you that the email belongs to another account. If you ran for more than one office and used the same email, you will receive that message.

efile-training.ethics.ga.gov says

This email address is assigned to another user. If you are registering a new or different person, you must enter a different email address in order for the system to create a new account.

OK

Registration Completed

- After you click Submit, you will receive a message that advises you to review all your information.

Attention:

Please review all of your information. Once you submit your system registration, you will NOT be able to make any changes until your registration is accepted. If you would like to make any changes, click "Cancel" and make the necessary changes. Otherwise, if all of your information is correct, please click "OK/Submit". Thank you.

Cancel | OK/Submit

- You can click **Cancel** to go back and make changes or **OK/Submit** to submit your registration to the Commission.

Registration Completed

- After you click ***OK/Submit***, you will receive a message that states your registration has been submitted and awaits approval from the Commission.

- After you submit your registration, you will receive three emails from the e-filing system:
  - Pending New Registration Email
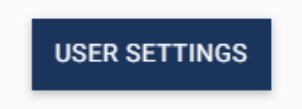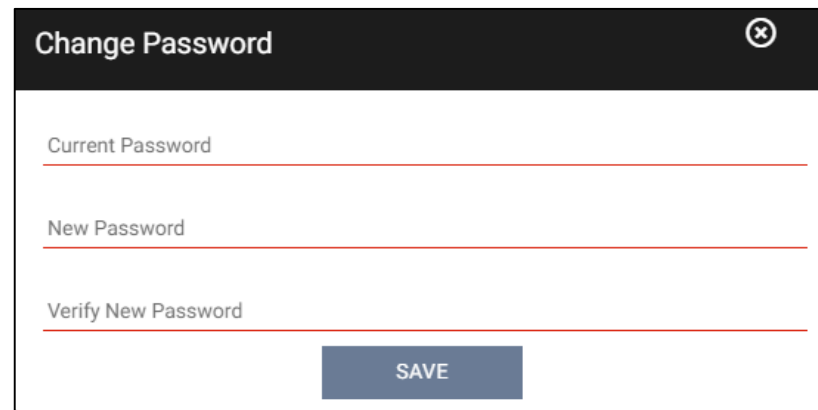 - Candidate Acceptance Email
  - Credentials Email

16
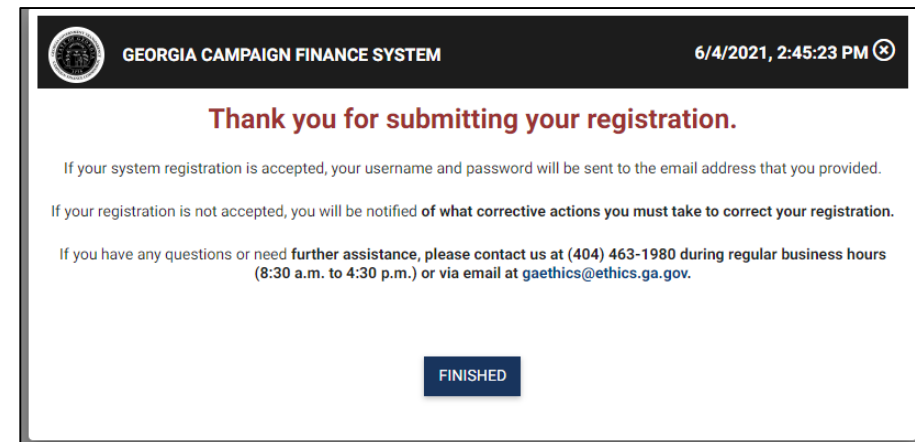
Registration Completed

- The Credentials Email will have a link that will direct you to set up your password and security question information.

- The Credential Email link is only good for 120 consecutive hours. If you do not set up your password and security question in the allotted time, you will have to contact the Commission to resend you an authentication link.

- After you created your password and security question, you can log into the system here https://efile.ethics.ga.gov/#/index.

Updating Password/Security Question

- If you need to update your password or security question, click the box that says, ***User Settings***.

- You will be prompted to choose the option to either "Change Password" or "Change Security Question."

- If you click on change password, a prompt pops up.

- Enter your current password, followed by what you want your new password to be.

- Click ***Save***.

Updating Password/Security Question

- If you click on change security question, a prompt pops up.

- Select from the list of security questions and answer the question.

- Verify the answer and click **Save Changes**.

Select Security Questions

Security Question
What year did you graduate from high school?

Answer
2004

Verify Answer
2004

SAVE CHANGES

Questions

- Feel free to contact the Commission Help Desk at 404-463-1984 or gaethics@ethics.ga.gov.

- The help desk is available from 9:30 am – 4:30 pm.